

# LOS ANGELES COUNTY CONTENT MANAGEMENT SYSTEM



## SITE SCHEDULER



**Internal Services Department  
Information Technology Service  
Internet Development Division  
September 2004**



# **CONTENT MANAGEMENT SYSTEM**

## **SITE SCHEDULER**

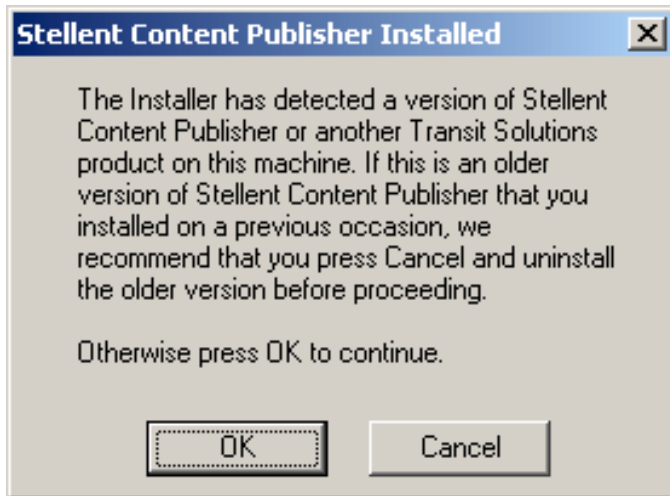
### **Table of Content**

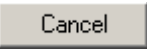
<b>Content Publisher 6.2 Installation .....</b>	<b>1</b>
<b>Installing the Content Publisher Service Pack 4.....</b>	<b>9</b>
<b>Scheduling a Project .....</b>	<b>13</b>
<b>Create a New Task.....</b>	<b>16</b>
<b>Specification.....</b>	<b>17</b>
<b>Schedule .....</b>	<b>26</b>
<b>Finalize New Task .....</b>	<b>28</b>
<b>Manually Run a Task .....</b>	<b>29</b>

## Content Publisher 6.2 Installation

1. Insert the Stellent Content Publisher CD into your drive and the product will automatically start:

If any version of *Stellent Content Publisher* or *Transit Solutions* is installed on your Desktop PC the following dialog box will appear:



2. Click  and uninstall Publisher before continuing (if an older version is installed on your machine),

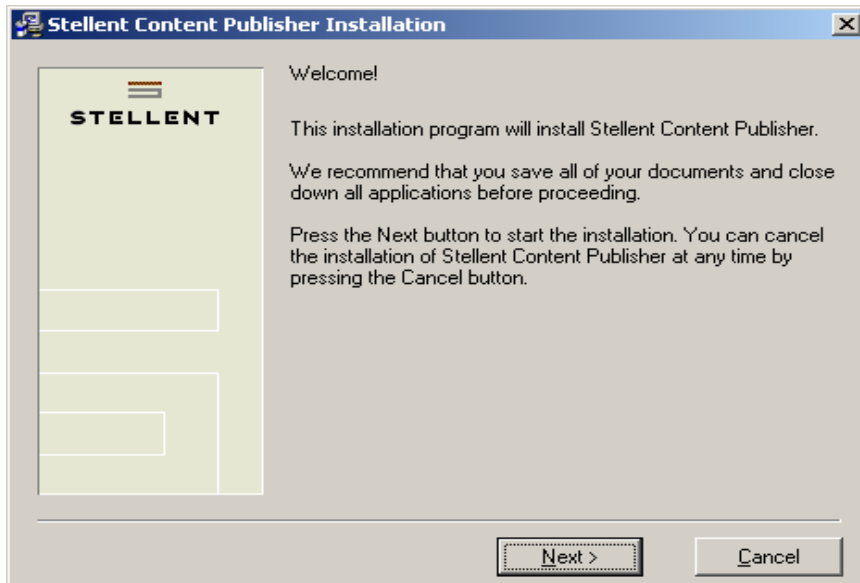
**OR**

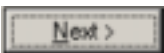

Click .

**Note:** If Transit Solutions is installed on your machine, installing Publisher will not affect your product.

Displayed is the **Welcome** message recommending the following precautions before proceeding:

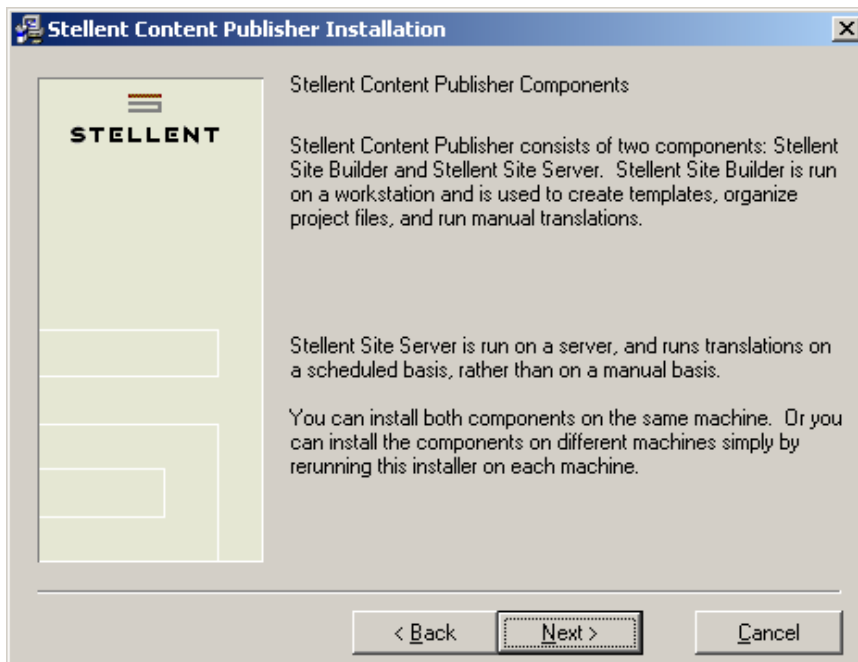
- Save all open documents
- Close down all applications




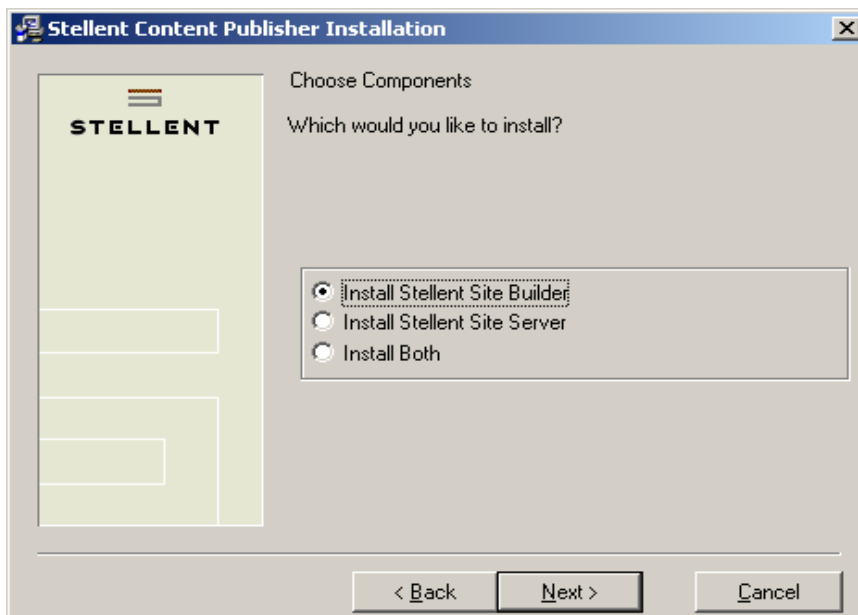
3. Click  to start installation.
4. Click  to accept **U.S. English** as the preferred language.




Displayed is the **Components** information dialog box:



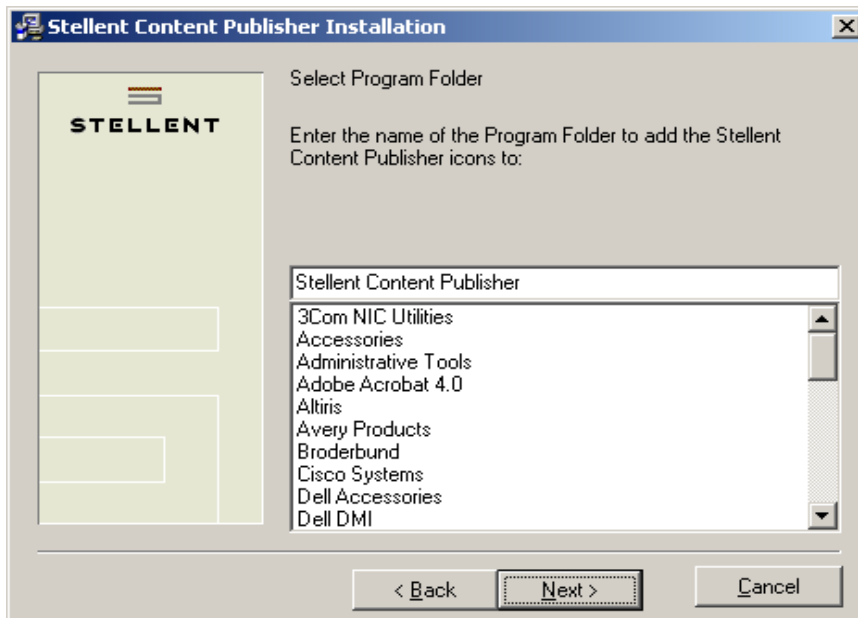
5. Click  to proceed.
6. Select the **Install Stellent Site Builder** component.



7. Click  to proceed.

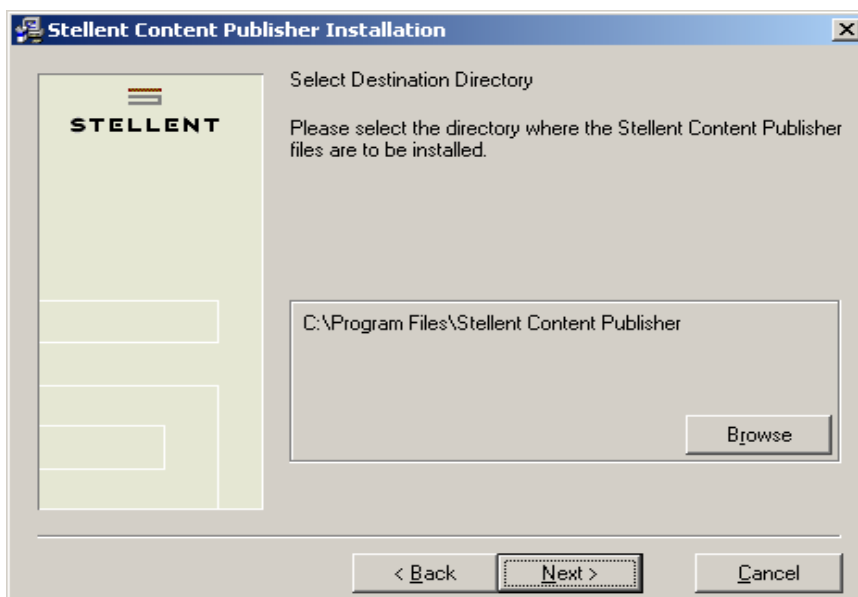
By *default* the **Stellent Content Publisher** program folder is selected:

8. Click  to proceed.



The *recommended* destination directory is displayed. This is where the Stellent Content Publisher files will be installed:


9. Click  to proceed.



Displayed is the **Stellent Content Server Information** dialog box. The value entered here is also known as your *Server Name* or *Instance Name*:

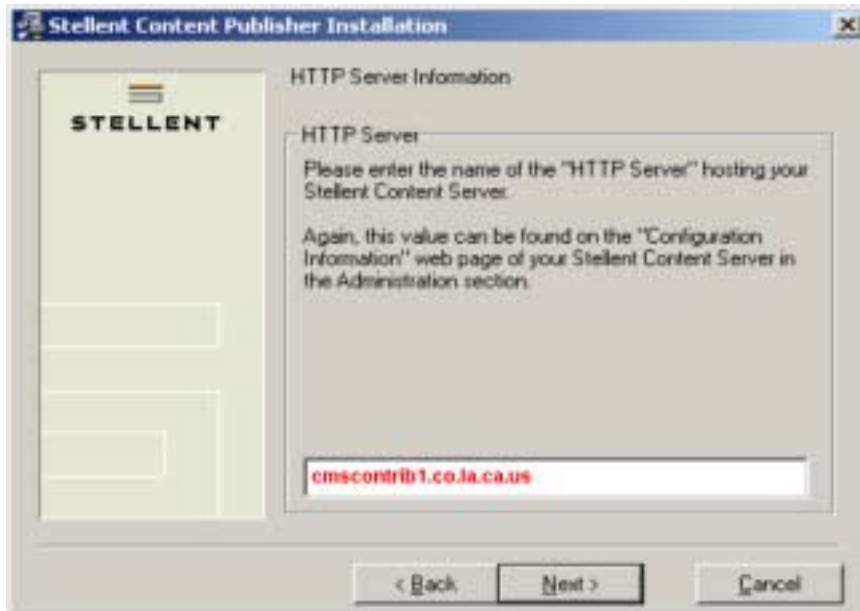
10. In the dialog window, type; **cmscontrib1**

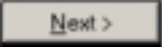


11. Click  to proceed.

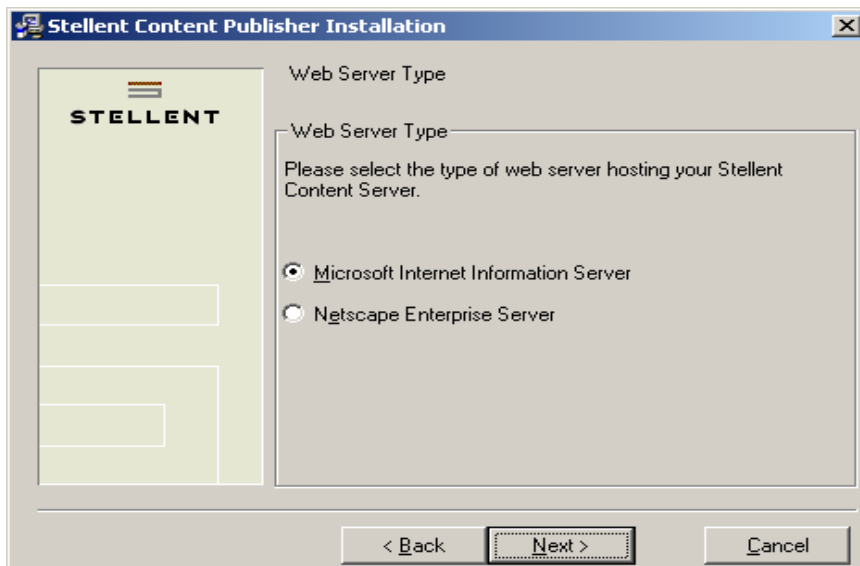
Displayed is the **HTTP Server Information** dialog box. The name of the HTTP Server hosting your product is entered here:

12. Type **cmscontrib1.co.la.ca.us** in the dialog window.



13. Click  to proceed.

14. Select **Microsoft Internet Information Server** as your Web Server type.

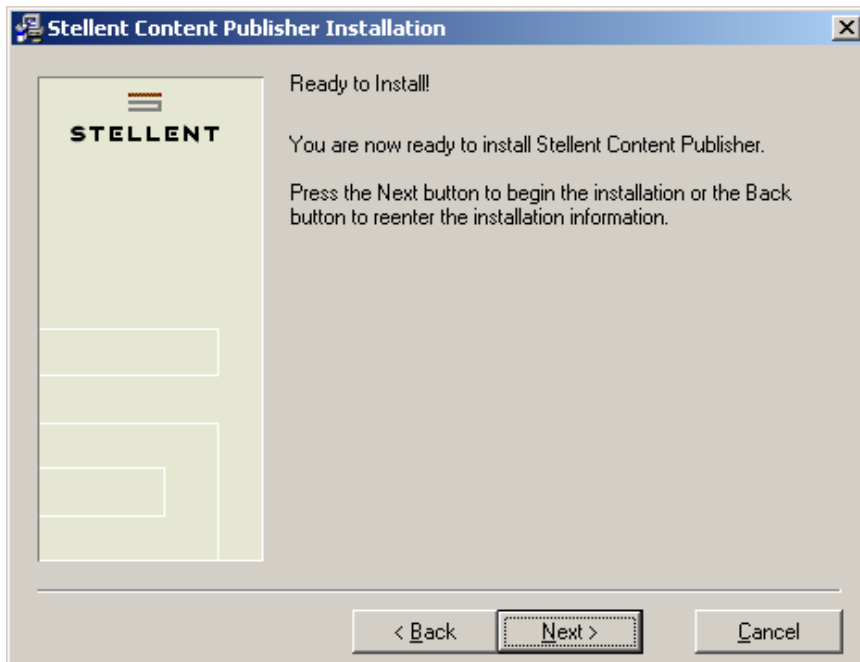


15. Click  to proceed.

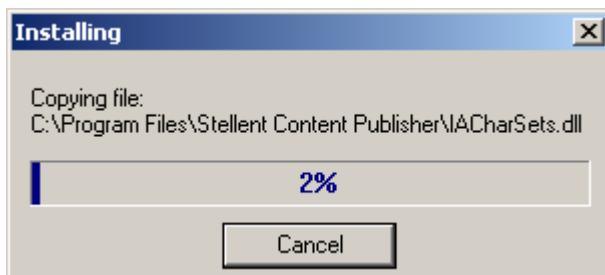


You are Ready to Install!

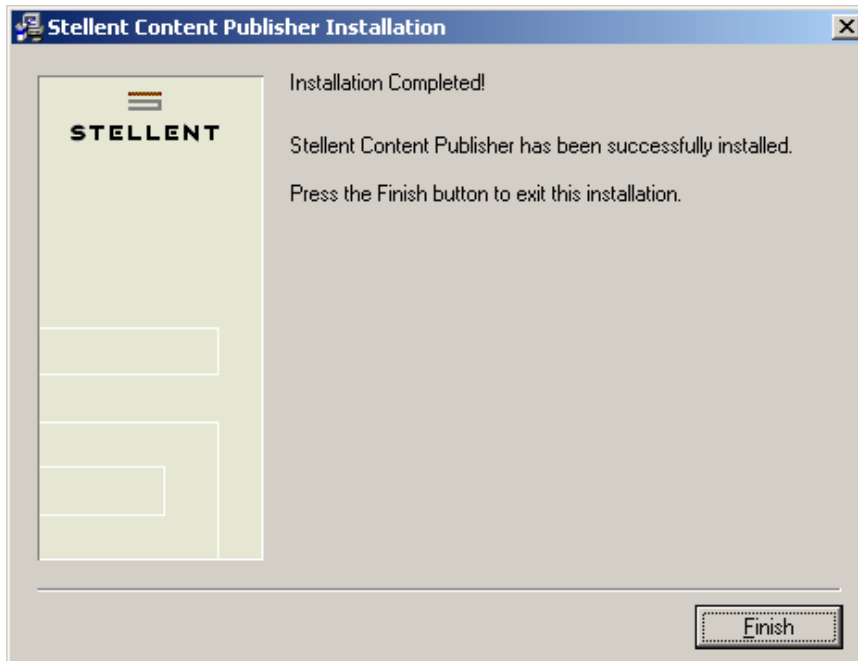
16. Click  to proceed.



The **Installing** dialog box is displayed:

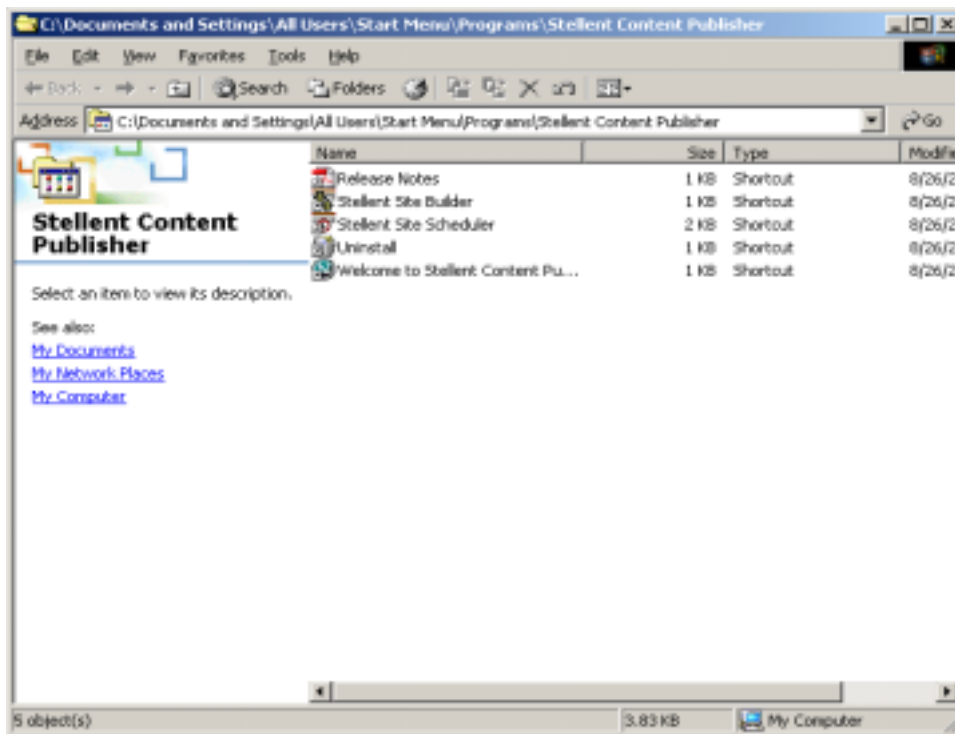


The **Installation Completed** dialog box is displayed once *Stellent Content Publisher* is successfully installed:



17. Click  to exit the installation.

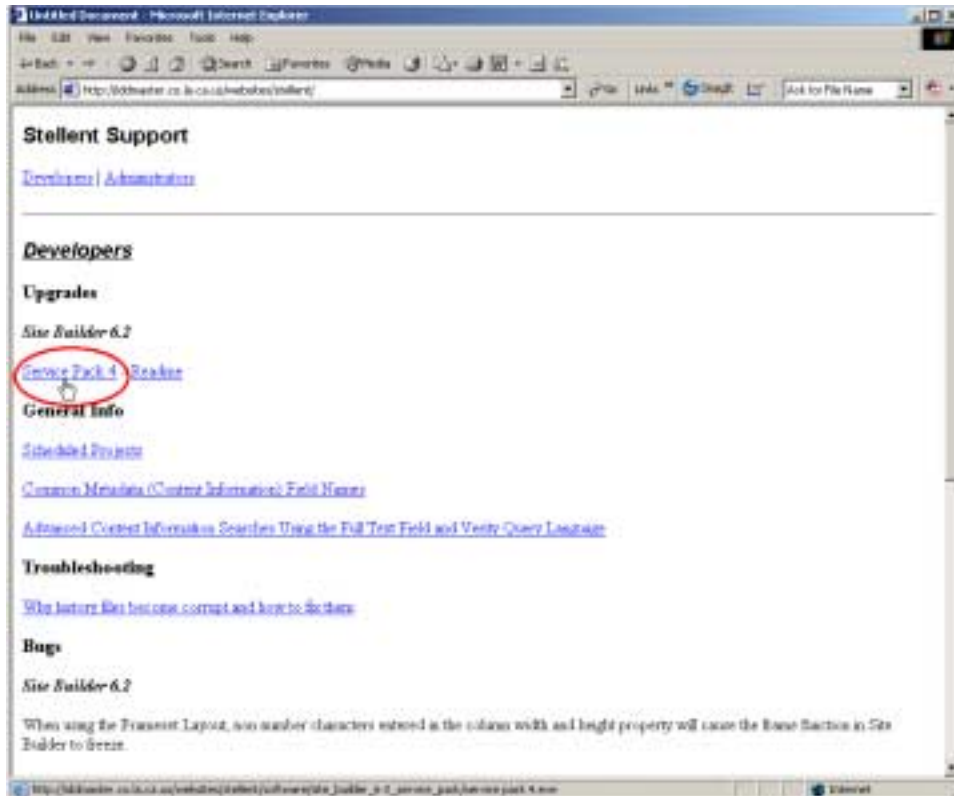
The **Stellent Content Publisher** folder is displayed:




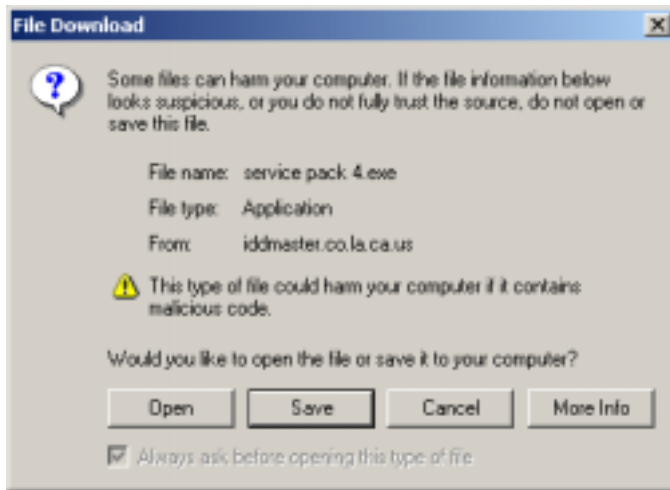
## Installing the Content Publisher Service Pack 4

**IMPORTANT:** Before installing the service pack, close all Content Publisher products.

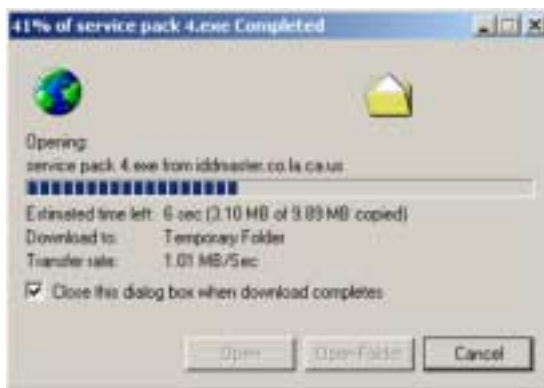
1. Go to <http://iddmaster.co.la.ca.us/websites/stellent/> to enter the Stellent Support web page.
2. Click on the **Service Pack 4** link.



3. Click  to proceed.



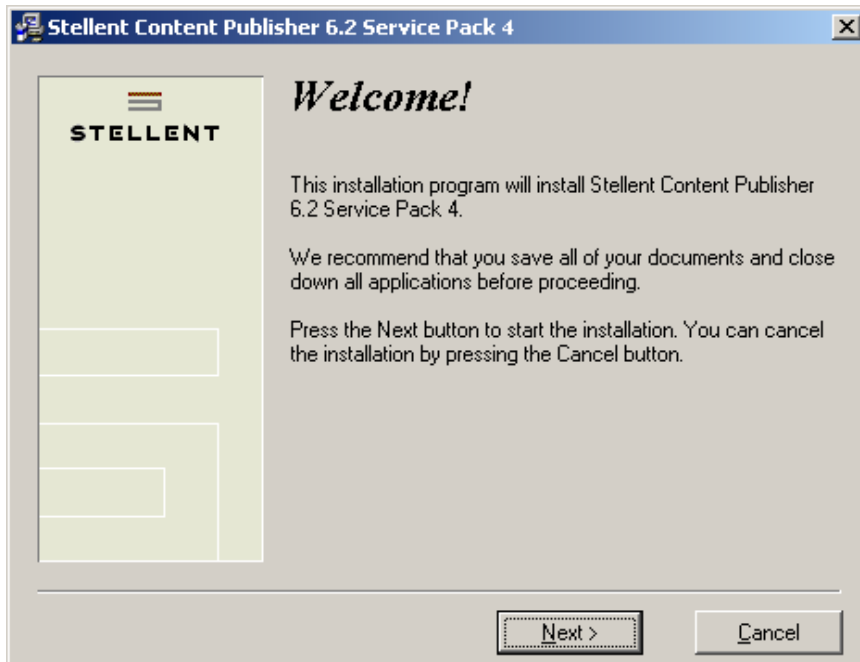
One of the following dialog boxes will display:



A *Welcome* message will display once download completes.

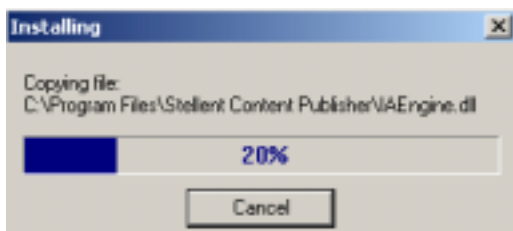
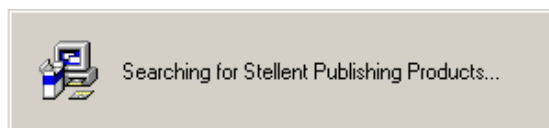
Displayed is the **Welcome** message recommending the following precautions before proceeding:

- Save all open documents
- Close down all applications

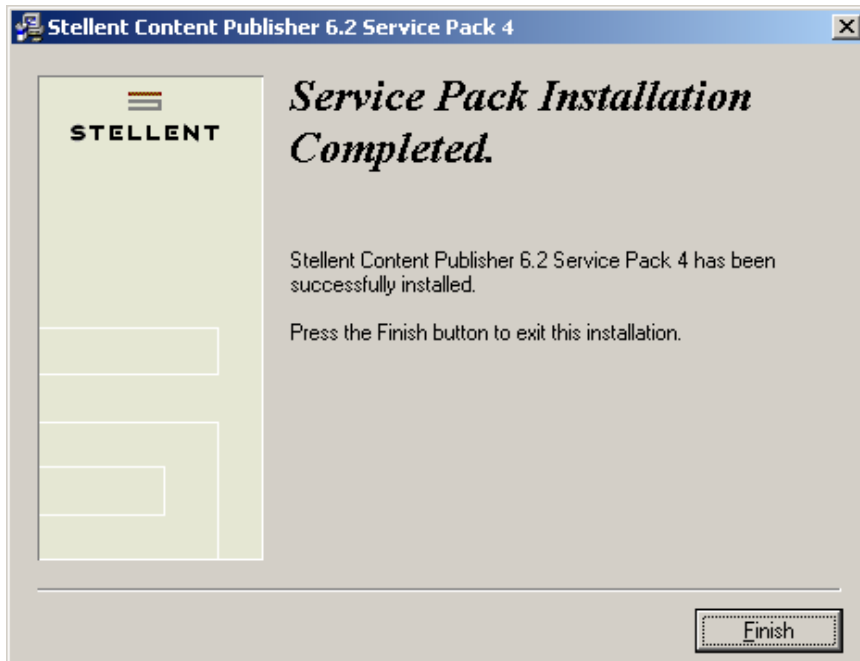


4. Click  to start the installation.

The following brief messages will display:



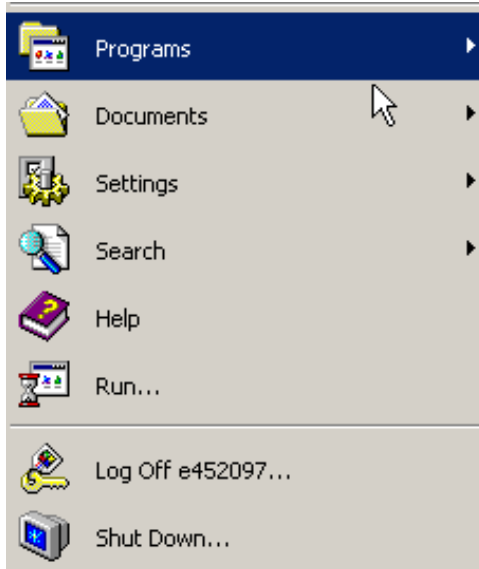
The **Service Pack Installation Completed** dialog box is displayed once *Service Pack 4* is successfully installed:



5. Click  to exit the installation.

## Scheduling a Project

1. Click your windows  button.
2. Select **Programs** to expand the *Programs menu*.

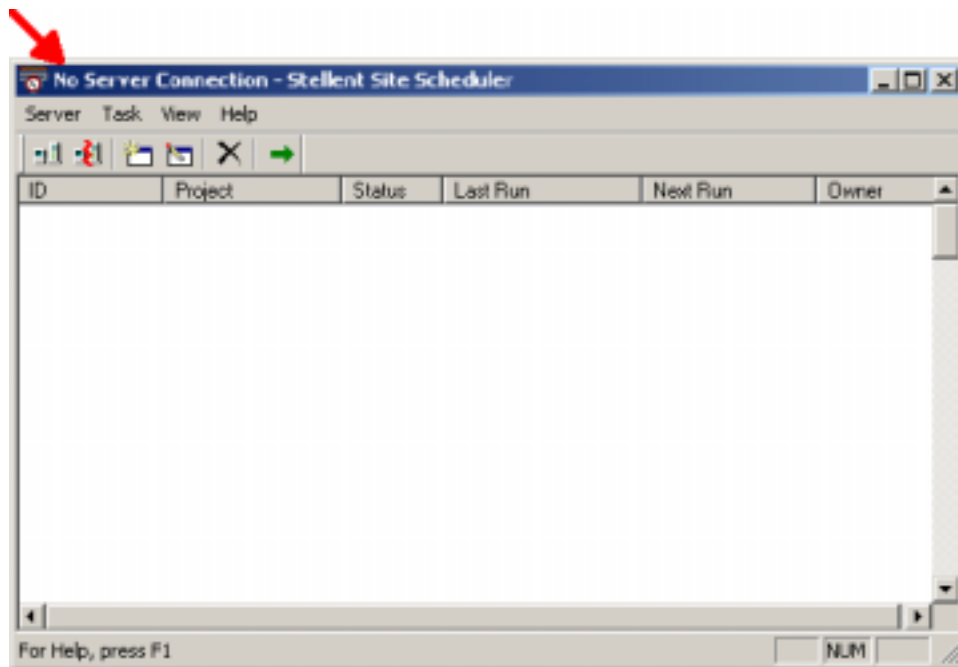


3. Select **Stellent Content Publisher** to expand the menu.

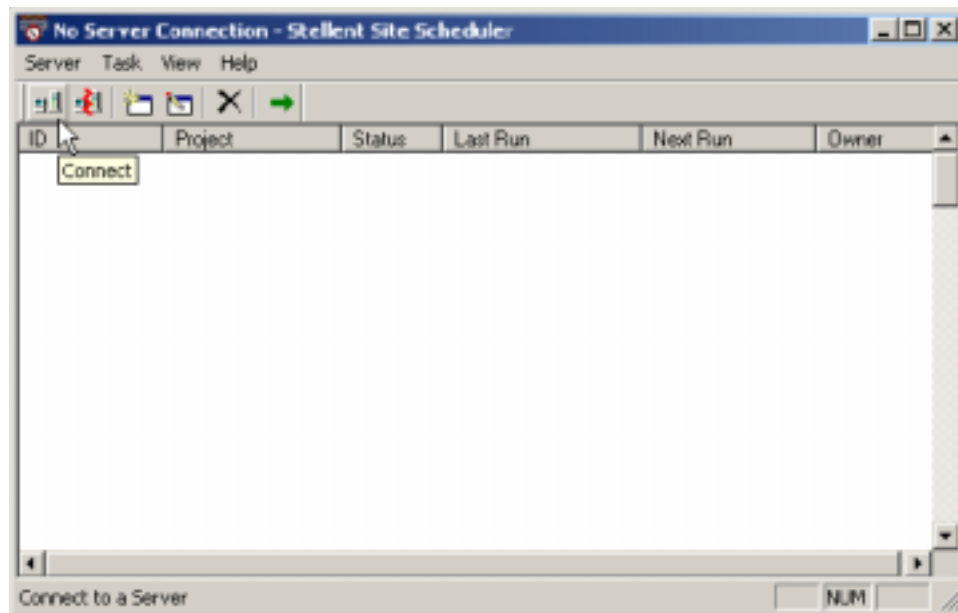


4. Click **Stellent Site Scheduler**.

Displayed is the **Stellent Site Scheduler** window. Note, that a server connection has not yet been established:

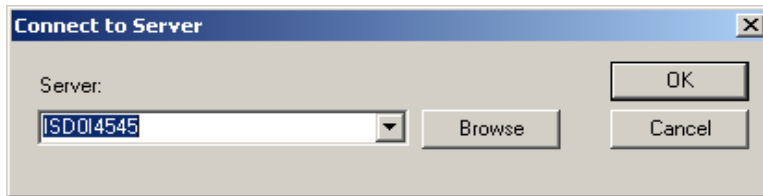


5. Click the **Connect**  icon as displayed below:

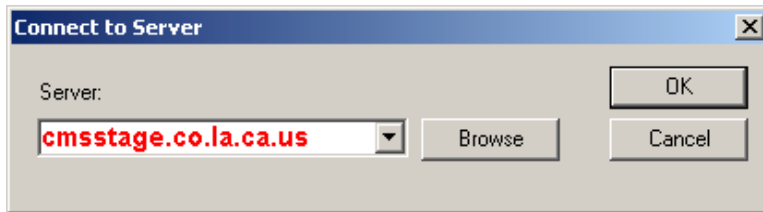




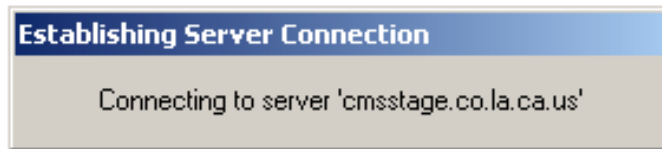
Displayed is the **Connect to Server** dialog box. By default, the name of your current server will appear in this box:



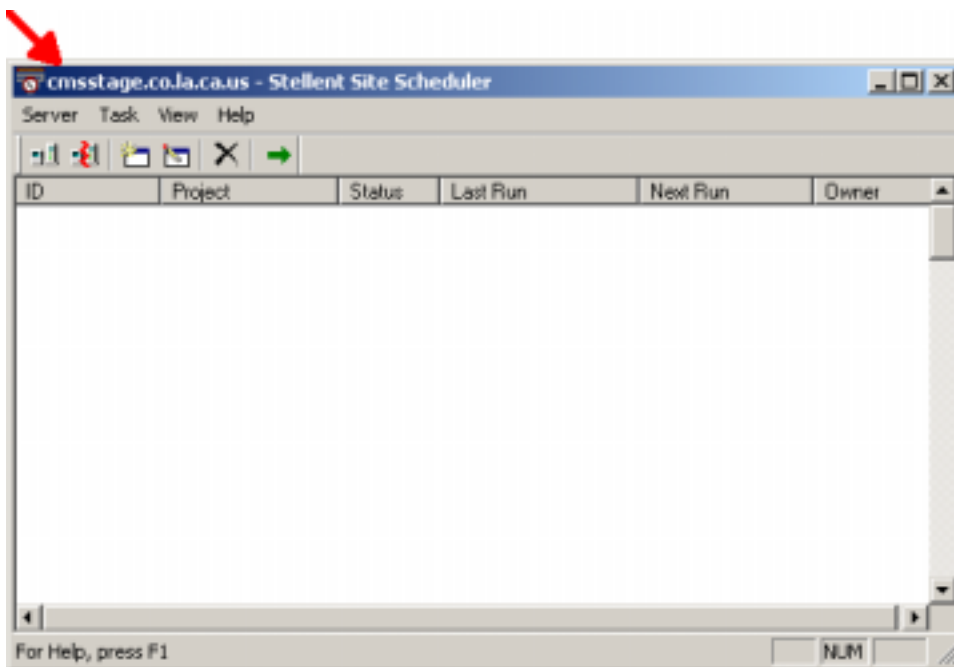
6. In the dialog window, type; **cmsstage.co.la.ca.us**



7. Click  to establish a server connection.

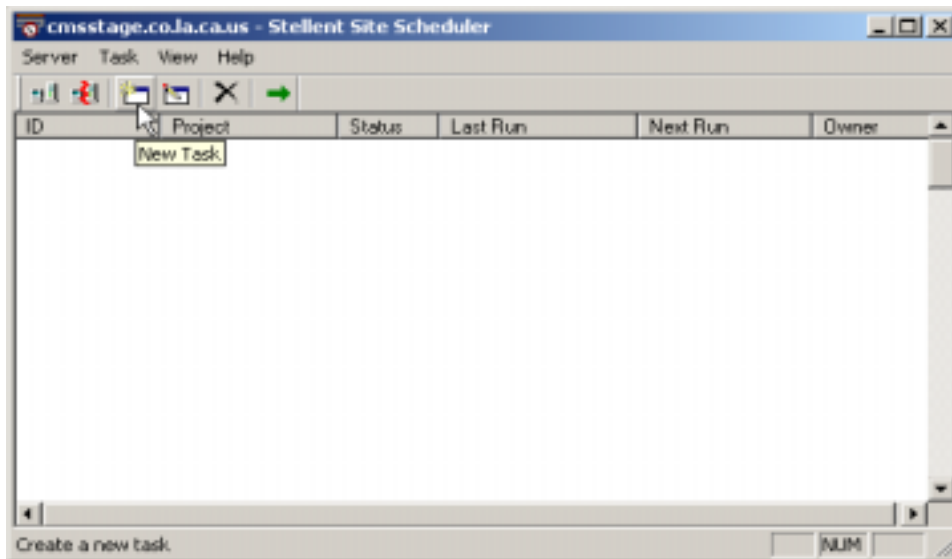


Displayed is the *Stellent Site Scheduler* with connection to the server;  
**cmstage.co.la.ca.us**

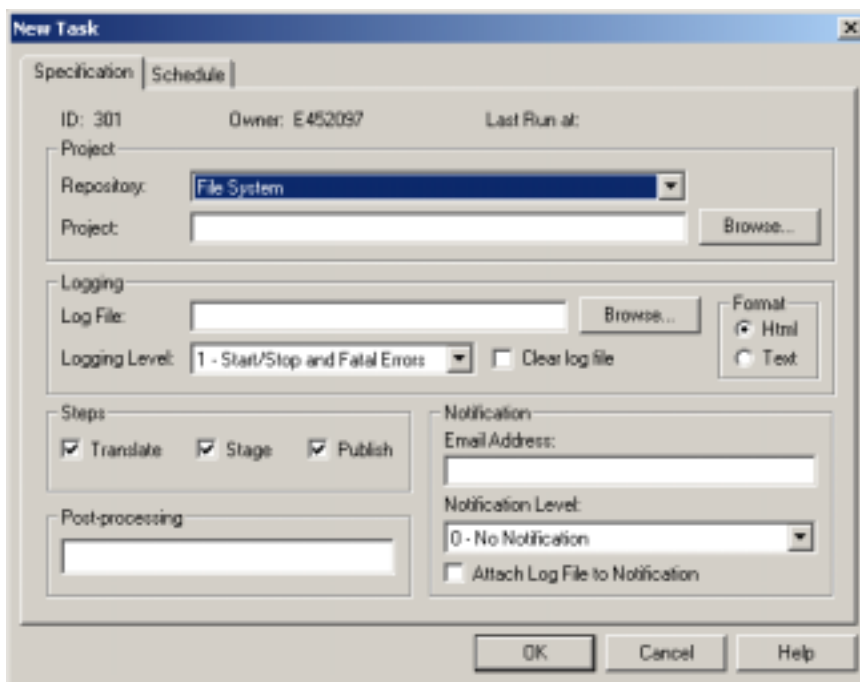


## Create a New Task

1. Click the New Task  icon to begin the process.

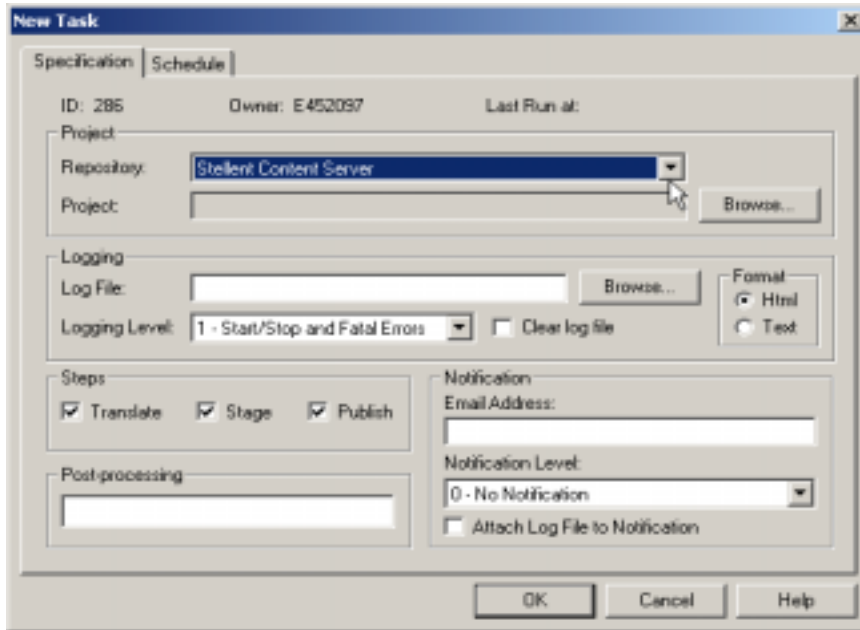


Displayed is the **New Task, Specification** dialog box:



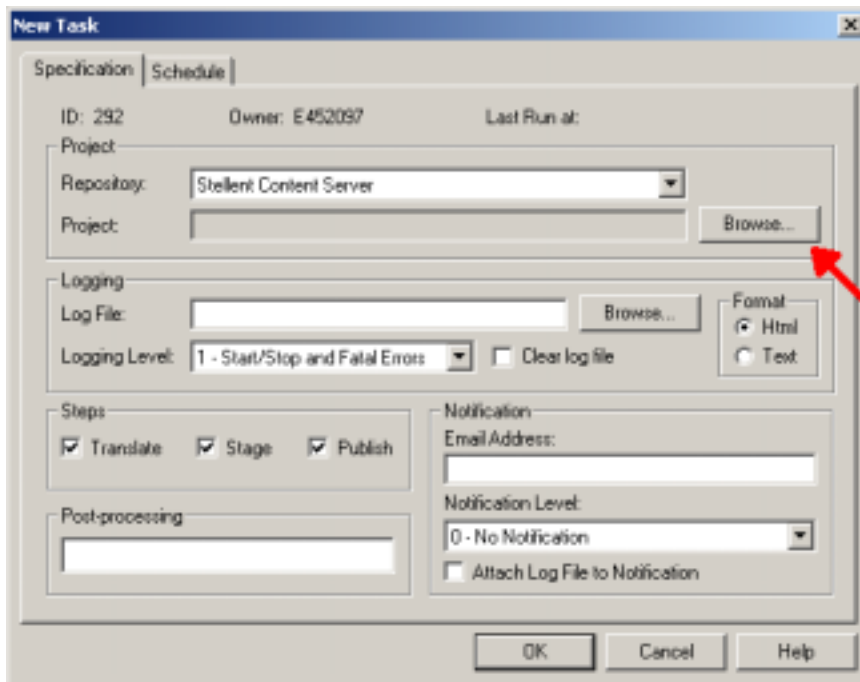
## Specification

1. Click the drop-down arrow to select the **Stellent Content Server** repository from the list:



The 'New Task' dialog box is shown with the 'Specification' tab selected. The 'Repository' dropdown menu is open, showing 'Stellent Content Server' as the selected option. The 'Project' field is empty, and the 'Browse...' button is visible next to it. The 'Logging' section shows 'Log File' as an empty text box with a 'Browse...' button, and 'Logging Level' set to '1 - Start/Stop and Fatal Errors'. The 'Steps' section has checkboxes for 'Translate', 'Stage', and 'Publish', all of which are checked. The 'Post-processing' section has an empty text box. The 'Notification' section has an 'Email Address' text box, 'Notification Level' set to '0 - No Notification', and an 'Attach Log File to Notification' checkbox which is unchecked. The 'Format' section has radio buttons for 'Html' (selected) and 'Text'. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

2. Click **Browse...** to select a project. **Note:** For security reasons, you will be prompted to enter your user name and password:



The 'New Task' dialog box is shown with the 'Specification' tab selected. The 'Repository' dropdown menu is set to 'Stellent Content Server'. The 'Project' field is empty, and the 'Browse...' button is highlighted with a red arrow. The 'Logging' section shows 'Log File' as an empty text box with a 'Browse...' button, and 'Logging Level' set to '1 - Start/Stop and Fatal Errors'. The 'Steps' section has checkboxes for 'Translate', 'Stage', and 'Publish', all of which are checked. The 'Post-processing' section has an empty text box. The 'Notification' section has an 'Email Address' text box, 'Notification Level' set to '0 - No Notification', and an 'Attach Log File to Notification' checkbox which is unchecked. The 'Format' section has radio buttons for 'Html' (selected) and 'Text'. The 'OK', 'Cancel', and 'Help' buttons are at the bottom.

Displayed is the **Network Password** dialog box:

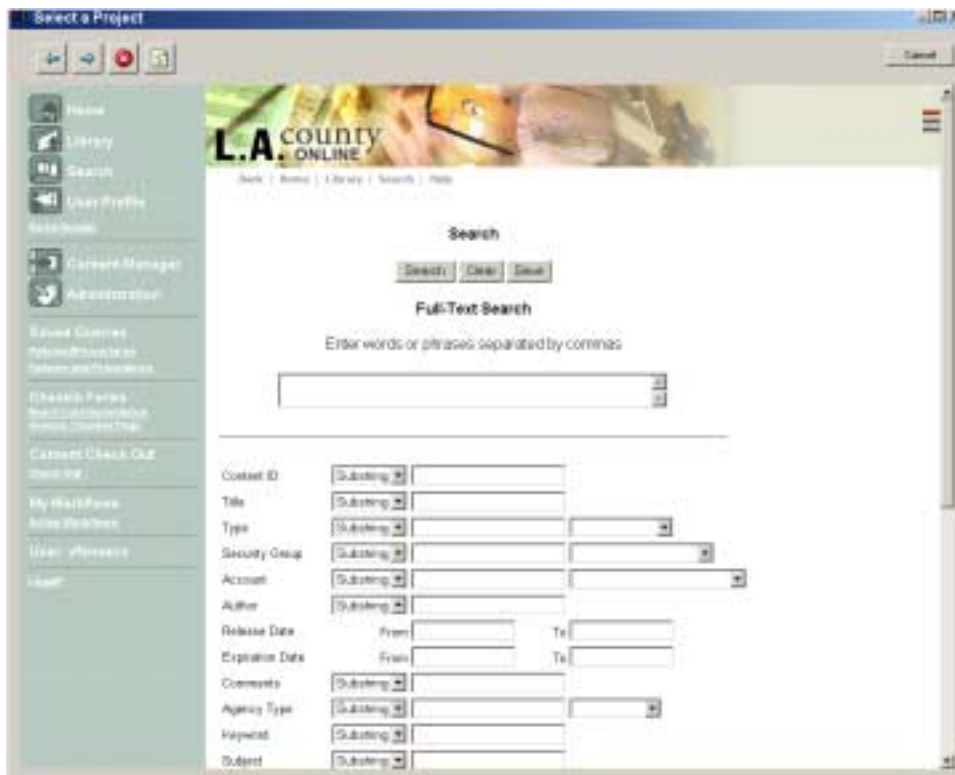
3. Enter your *Stellent Content Management System* **User Name** and **Password**:



The 'Enter Network Password' dialog box has a title bar with a question mark and close button. It contains a key icon and the text 'Please type your user name and password.' Below this, the 'Site' is 'cmscontrib1.co.la.ca.us' and the 'Realm' is 'IDC Security'. There are two input fields: 'User Name' with the value 'ylorpeca' and 'Password' with a masked value. A checkbox 'Save this password in your password list' is unchecked. At the bottom are 'OK' and 'Cancel' buttons. Red arrows point to the 'User Name', 'Password', and 'OK' fields.

4. Click .

Displayed is the *Select a Project, Search* window:



The 'Select a Project' window features a sidebar with navigation links like Home, Library, Search, User Profile, and various administrative tools. The main content area has a header for 'L.A. county ONLINE' and a search section with 'Search', 'Clear', and 'Go' buttons. Below is a 'Full-Text Search' section with a text input field and a 'Go' button. A form with multiple fields follows, including 'Contact ID', 'Title', 'Type', 'Security Group', 'Account', 'Author', 'Release Date', 'Expiration Date', 'Comments', 'Agency Type', 'Keyword', and 'Subject'. Each field has a dropdown menu and a text input field.

You are now ready to select values necessary to search for the project that you are creating a task for:

5. Click on the **Type** drop-down arrow to display the *file type values*:

The screenshot shows the 'Select a Project' window in the L.A. County Online system. The window has a sidebar with navigation links like Home, Library, Search, User Profile, Content Manager, and Administration. The main area contains a search bar and a form with fields for Content ID, Title, Type, Security Group, Account, Author, and Release Date. The 'Type' dropdown menu is open, displaying a list of file types: Opened, Forms, Miscellaneous, Multimedia, Projects, Publications, Software, and System. Red arrows indicate the 'Type' dropdown and the 'Projects' option.

6. Select **Projects** from the list.

7. Click on the **Account** drop-down arrow to select an account.

**Note:** If there is more than one Account in the list, you must know what account is related to your project.

The screenshot shows the 'Select a Project' window in the L.A. County ONLINE system. The sidebar on the left contains navigation links: Home, Library, Search, User Profile, Content Manager, and Administration. The main content area features a 'Search' section with buttons for 'Search', 'Clear', and 'Save'. Below this is a 'Full-Text Search' section with a text input field. At the bottom, there are several dropdown menus for filters: 'Content ID', 'Title', 'Type', 'Security Group', 'Account' (circled in red), 'Author', and 'Release Date'. The 'Account' dropdown is currently set to 'EO\_Skewed\_Docs' and is pointed to by a red arrow.

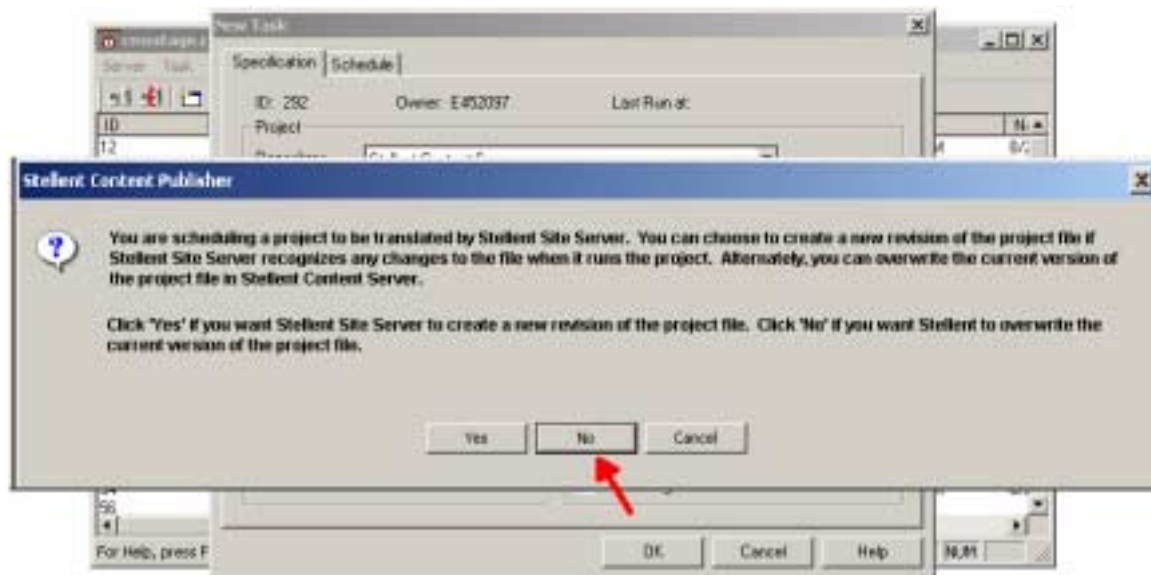
8. Click **Search** to search the repository for your project(s).

One project was found during the search:

9. Click



10. Click  to opt to overwrite the current version of the project file.  
**Note:** Selecting **No** ensures that only one revision is in the scheduler at a time.



You are returned to the **New Task, Specification** dialog box where you must define the **Logging, Steps and Notification** options for your task:

The screenshot shows the 'New Task' dialog box with the 'Specification' tab selected. The 'Logging' section is circled in red, showing 'Log File' as an empty text box, 'Logging Level' as '1 - Start/Stop and Fatal Errors', and 'Format' as 'Html'. The 'Steps' section is circled in red, showing 'Translate', 'Stage', and 'Publish' all checked. The 'Notification' section is circled in red, showing 'Email Address' as an empty text box, 'Notification Level' as '0 - No Notification', and 'Attach Log File to Notification' as unchecked. The 'Post-processing' section is empty. The 'Repository' is 'Stellent Content Server' and the 'Project' is '\\vmscontrib1\EO Shared Documents'.

11. In the Log File window, type; **d:\stellent-logs\your\_project\_name.txt**

**Note:** The log file path must be in this exact format. Noting that the **.txt** file extension must be entered at the end of your project name.

The screenshot shows the 'New Task' dialog box with the 'Specification' tab selected. The 'Log File' text box in the 'Logging' section is highlighted with a red arrow and contains the text 'd:\stellent-logs\eoshared.txt'. The 'Logging Level' is '1 - Start/Stop and Fatal Errors' and 'Format' is 'Html'. The 'Steps' section shows 'Translate', 'Stage', and 'Publish' all checked. The 'Notification' section shows 'Email Address' as an empty text box, 'Notification Level' as '0 - No Notification', and 'Attach Log File to Notification' as unchecked. The 'Post-processing' section is empty. The 'Repository' is 'Stellent Content Server' and the 'Project' is '\\vmscontrib1\EO Shared Documents'.



12. In the *Logging* section; Click the **Logging Level** drop-down arrow to *select* from the list; **5 - Diagnostic/Verbose**
13. Click the **Clear log file** ☐ box to *select*. ☒ Clear log file

The screenshot shows the 'New Task' dialog box with the 'Specification' tab selected. The 'Logging' section has 'Log File' set to 'd:\stellent-logs\leo\_shared.txt' and 'Logging Level' set to '5 - Diagnostic/Verbose'. The 'Clear log file' checkbox is checked. A red arrow points to the 'Logging Level' dropdown with the text 'Click to "select"'. Another red arrow points to the 'Clear log file' checkbox.

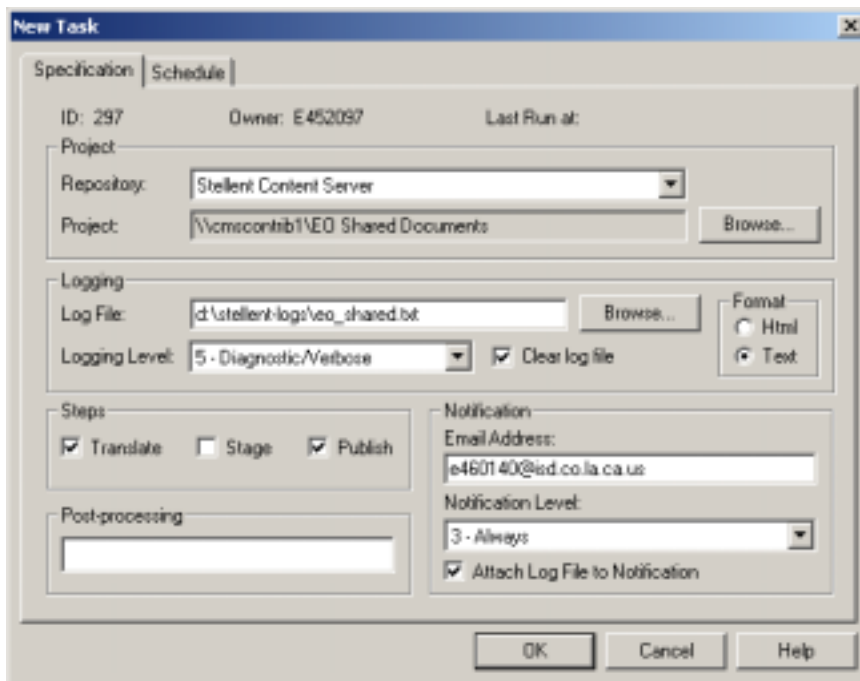
14. In the *Format* section; Click the **Text** ☐ button to *select*: ☒ Text
15. In the *Steps* section; Click the **Stage** ☒ box to *deselect*. ☐ Stage

The screenshot shows the 'New Task' dialog box with the 'Specification' tab selected. The 'Format' section has 'Text' selected. The 'Steps' section has 'Stage' checked. A red arrow points to the 'Text' radio button with the text 'Click to "select" text format'. Another red arrow points to the 'Stage' checkbox with the text 'Click to "deselect"'. The 'Logging Level' is still '5 - Diagnostic/Verbose' and 'Clear log file' is checked.

16. In the *Notification* section; Type [e460140@isd.co.la.ca.us](mailto:e460140@isd.co.la.ca.us) as the **Email Address**. **Note:** This option applies to all projects/tasks.
17. Click the **Notification Level** drop-down arrow to select from the list;  
**3 - Always**
18. Click **Attach Log File to Notification** ☐ box to *select*;  
☒ Attach Log File to Notification

The screenshot shows the 'New Task' dialog box with the 'Specification' tab selected. The 'Notification' section is highlighted with a red bracket. The 'Email Address' field contains 'e460140@isd.co.la.ca.us'. The 'Notification Level' dropdown menu is set to '3 - Always'. The 'Attach Log File to Notification' checkbox is checked. Other fields include 'ID: 297', 'Owner: E452097', 'Last Run at:', 'Repository: Stellent Content Server', 'Project: \\cmscontrib1\NEO Shared Documents', 'Log File: d:\stellent-logs\veo\_shared.txt', 'Logging Level: 5 - Diagnostic/Verbose', 'Clear log file' checkbox, 'Format' radio buttons (Html, Text), 'Steps' checkboxes (Translate, Stage, Publish), and 'Post-processing' field.

Displayed is the *completed* Specification dialog box:



The image shows a 'New Task' dialog box with a 'Specification' tab. The dialog is divided into several sections: 'General' (ID: 297, Owner: E452097, Last Run at:), 'Repository' (Stellent Content Server), 'Project' (\\vmscontib1\EO Shared Documents), 'Logging' (Log File: d:\stellent-logs\veo\_shared.txt, Logging Level: 5 - Diagnostic/Verbose, Clear log file checked, Format: Text), 'Steps' (Translate checked, Stage unchecked, Publish checked), 'Post-processing' (empty text box), and 'Notification' (Email Address: e460140@ed.co.la.ca.us, Notification Level: 3 - Always, Attach Log File to Notification checked). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

**New Task**

Specification | Schedule

ID: 297      Owner: E452097      Last Run at:

Project:

Repository: Stellent Content Server

Project: \\vmscontib1\EO Shared Documents      Browse...

Logging

Log File: d:\stellent-logs\veo\_shared.txt      Browse...

Logging Level: 5 - Diagnostic/Verbose      ☒ Clear log file

Format  
☐ Html  
☒ Text

Steps  
☒ Translate    ☐ Stage    ☒ Publish

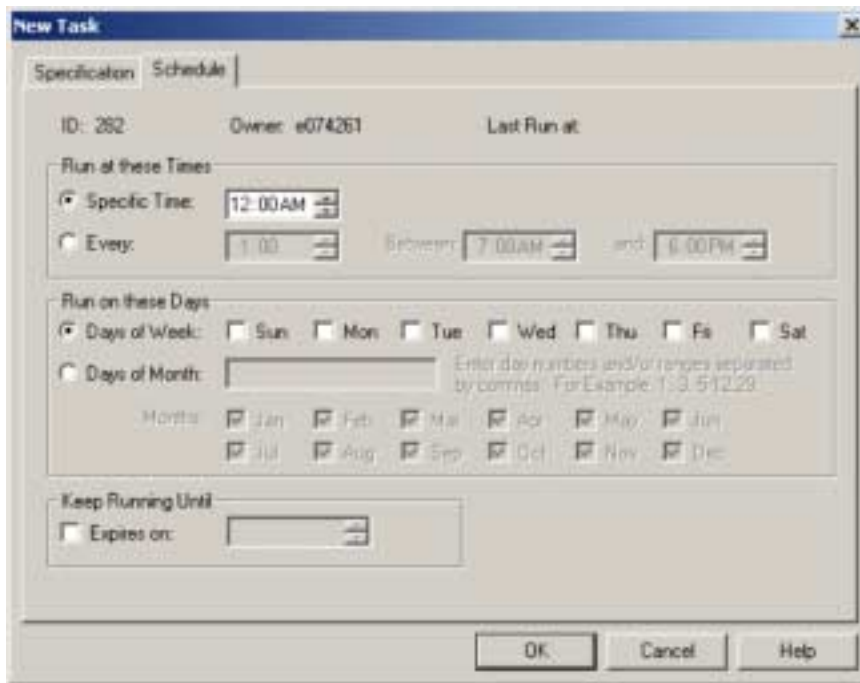
Post-processing  
[Empty text box]

Notification  
Email Address: e460140@ed.co.la.ca.us  
Notification Level: 3 - Always  
☒ Attach Log File to Notification

OK    Cancel    Help

## Schedule

1. In the *New Task* dialog box, Click the **Schedule** tab.
  - Follow the settings below to Schedule (Run time) a task for a Manual Publish:



The screenshot shows the 'New Task' dialog box with the 'Schedule' tab selected. The dialog box has a title bar 'New Task' and a close button. It contains two tabs: 'Specification' and 'Schedule'. The 'Schedule' tab is active, showing the following settings:

- ID: 282, Owner: e074261, Last Run at:
- Run at these Times:
  - ☒ Specific Time: 12:00AM
  - ☐ Every: 1:00 Between 7:00AM and 6:00PM
- Run on these Days:
  - ☒ Days of Week: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
  - ☐ Days of Month: Enter day numbers and/or ranges separated by commas. For Example: 1-3, 5-12, 28
- Months: ☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun ☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec
- Keep Running Until:
  - ☐ Expires on:

At the bottom are buttons for 'OK', 'Cancel', and 'Help'.

**Note:** The above setting reflects a daily run at 12:00 A.M.

- Follow the settings below to Schedule (Run time) a task to Publish at a specific time frame. **Note:** If you have multiple projects to schedule, it is recommended that the run times are staggered.

**New Task**

Specification | **Schedule**

ID: 282      Owner: e074251      Last Run at:

**Run at these Times:**

☐ Specific Time: 12:00 AM

☒ Every: 2:00      Between: 8:00 AM      and: 5:00 PM

**Run on these Days:**

☒ Days of Week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

☐ Days of Month:  Enter day numbers and/or ranges separated by commas. For Example: 1, 3, 5-12, 23

Months: ☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun  
☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec

**Keep Running Until:**

☐ Expires on:

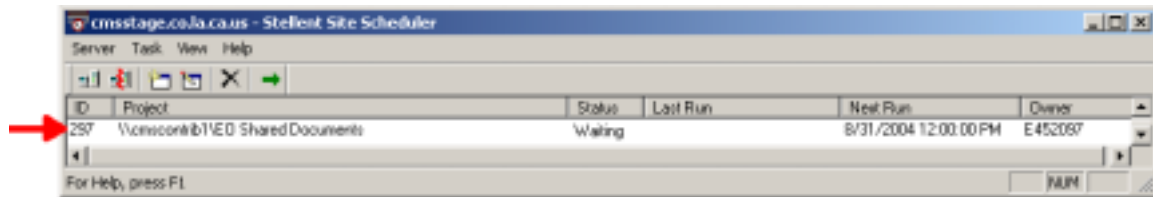
OK Cancel Help

**Note:** The above setting reflect a run that is scheduled; every two hours, between 8:00 A.M. and 5:00 P.M., Monday through Friday.

### Finalize New Task

1. Click  to return to Stellent Site Schedulers' main window.

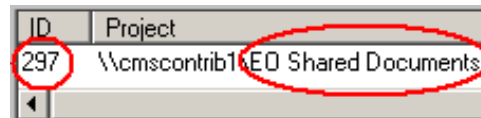
The New Task is now listed in the task list:



2. The Stellent Administrator must be notified immediately upon creating a new task;

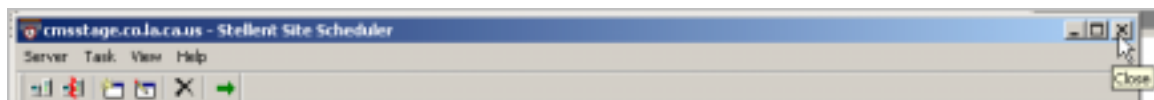
- \*\*Send the information below to; [e460140@isd.co.la.ca.us](mailto:e460140@isd.co.la.ca.us)

- ID number
- Project name



\*\* A Groupwise Rule to forward the Log File to Brenda Curtis will be created by the Stellent Administrator once the Email is received.


3. When your task list is complete, click the **Close** box on the title bar to exit Stellent Site Scheduler.

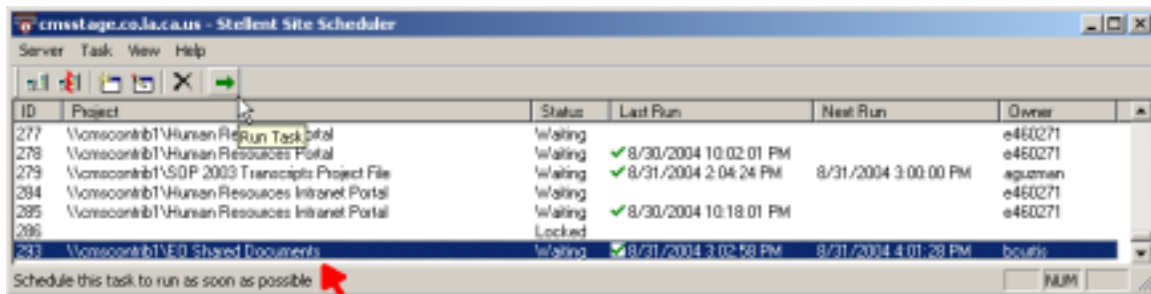


**Note:** If you prefer, you can quickly test a scheduled project to see that it will run smoothly without warnings and errors. SEE MANUALLY RUN A TASK below.

## Manually Run a Task

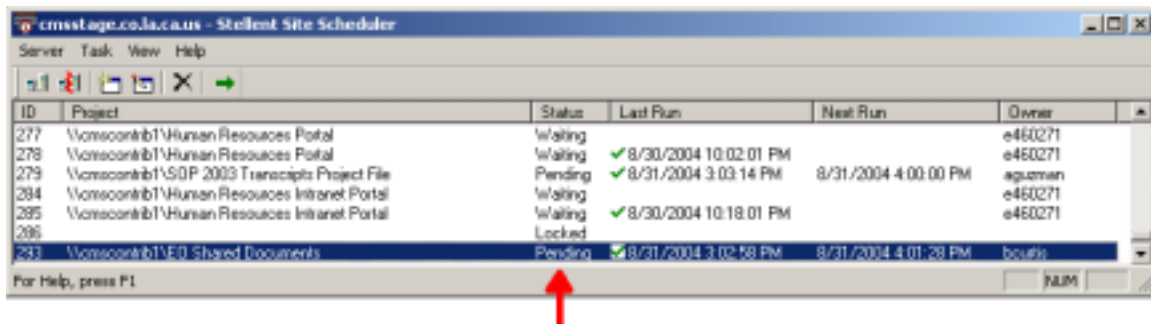
Before manually running a task (project), make sure the **Status** column for the project is **Waiting**.

1. Click a Task to select for a manual run.
2. Click the **Run Task**  icon on the toolbar.



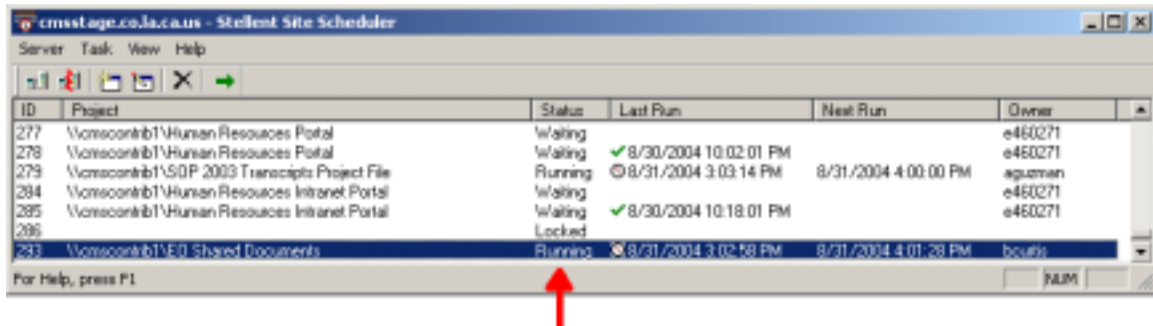
Click Task to select

- Briefly, the **Status** column will display *Pending*:

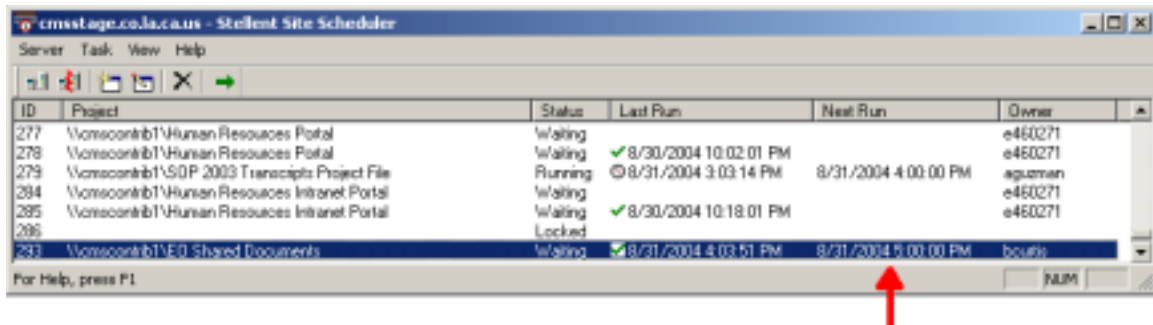


**Note:** The *Last Run* column indicates progress as the task runs. It displays a green "check mark" to denote that the task has run successfully or a red cross to denote the task has not run successfully. The time of the run also appears in the column.

- The Task is now Running:



- The Run has finished and the **Next Run** is automatically scheduled:



- When your task is complete, click the **Close** box on the title bar to exit Stellent Site Scheduler.

